



Topsfield Finance Committee  
Minutes to the Meetings  
March 16, 2015

**I. Call to Order:** Chairman Lyons called the meeting to order at 7:05 pm with Heidi Bond, Karen Dow, Eric Menzer and Dana Warren present. Jon Guido was not present for the meeting. Kellie Hebert, Town Administrator, Richard Gandt, Chairman of the Board of Selectmen and Eldon Goodhue, Selectman, arrived at 7:00 pm.

**II. Minutes:** A motion was made by Dana Warren to approve the March 9<sup>th</sup> minutes, as amended, seconded by Heidi Bond and voted in favor 4-0-1. Karen Dow abstained from the vote as she was not present for the meeting.

**III. Budget Process Discussion:** Kellie Hebert distributed a Key Dates and Milestones For Warrant Preparation document to the Committee. A discussion was held among the Committee regarding critical dates for the FY16 Budget approval process. It was confirmed that the final Town Meeting Warrants go to the printer April 3<sup>rd</sup>. Kellie Hebert and Richard Gandt provided input to the Committee relative to the FY16 Budget process. A joint meeting of the Finance Committee and the Board of Selectmen will be held Wednesday March 26<sup>th</sup> at 7:00 pm in the Proctor School Teachers' Lounge. The Board of Selectmen's office will post the joint meeting.

**IV. Initial Department Budget Votes:** The Committee reserved the right to supersede or modify the following Department budget approvals by future vote.

Karen Dow distributed the Article III Vote Tracking Sheet.

Karen Dow made a motion to approve specific Article III Department base request budgets as detailed on the attached Finance Committee FY2016 Budget Approval Tracking Sheet, dated March 16, 2015, which is incorporated herein by reference, (excepting the Elementary Schools and Masconomet budgets), seconded by Eric Menzer, voted in favor 5-0.

**V. Town Meeting Warrant Article Assignments:** Responsibility for review of specific Town Meeting Articles and presentation of them at Town Meeting were assigned as listed below

Annual Town Meeting Warrant Article	Finance Committee Member Initials
2	ML
3	KD
4	EM
5	DW
6	DW
7	HB
8	ML
9	EM
10	HB
11	DW
12	DW
13	KD
14	KD
15	HB
16	HB
17	EM
18	ML
19	EM
20	EM
21	JG
22	JG
23	ML
24	HB
25	HB
26	HB
27	HB
28	EM
29	JG
30	JG
31	JG

32	JG
33	JG
34	JG
35	KD
36	KD
37	ML
38	HB
39	KD
40	DW
41	JG
42	EM
43	EM
44	EM
45	EM
46	EM
47	ML
48	ML
49	ML

Special Town Meeting Warrant Article	Finance Committee Member Initials
2	ML
3	ML
4	KD
5	ML
6	HB
7	KD
8	JG

**VI. Upcoming Meeting Schedule:** The Committee will meet on March 23<sup>rd</sup> and March 30<sup>th</sup>, 2015 at 7:00 PM in the Proctor School Teachers' Lounge. There will be a joint meeting with the Board of Selectmen on Wednesday March 25<sup>th</sup> at 7:00 pm in the Proctor School Teachers' Lounge.

**VII. Adjourn:** A motion was made by Karen Dow to adjourn at 8:55 pm, seconded by Eric Menzer and voted in favor 5-0.

Respectfully Submitted,

Keelie Winslow

Attachments

2015 Annual Town Meeting Key Dates & Milestones for Warrant Preparation  
Article III Vote Tracker  
Town of Topsfield Preliminary Draft Warrant for Annual Town Meeting v.3  
Warrant for 2015 Special Town Meeting